

## REPORTING INSTRUCTIONS/TDY INFORMATION (USAFSE)

1. **TOUR OF DUTY**: The *maximum* length of your assignment at AFOMS will be 32 days. Your team will be released as soon as **all** project requirements are met. **Individual SMEs will not be released early except for confirmed emergency situations.**

Report to the Hangar 13 conference room, 5th Street East, at 0730 on the reporting date specified in your TDY orders. You'll be in-processed and receive an orientation briefing before being assigned to your project room. Normal duty hours at AFOMS are 0715 to 1600. Your daily work schedule, however, may vary according to the specific tasks required for your project.

Your project psychologist will contact you at least 10 days before your TDY is scheduled to begin. If you have not heard from him/her, you are welcome to call the Test Development Flight at DSN 487-5013.

2. **FINANCES**: Expect to use your Government travel card for your TDY expenses. Our local finance office normally processes requests for TDY payment only after 30 days of TDY have passed; if financial problems arise, work with your project psychologist to request a partial payment.
3. **UNIFORMS**: The standard duty uniform at AFOMS is blue slacks/shirt for males and blue slacks or skirt/blouse for females, either with or without tie/tab. Depending on your level of comfort in an air-conditioned environment, a uniform sweater may be worthwhile. The battle dress uniform (BDU), flight suit, and space or missile crew uniform are authorized uniforms for **Fridays only**. Civilian attire is authorized for special agents.
4. **LODGING INSTRUCTIONS**: Reservations are already made for you at Lodging under your **name and/or team project number**. Check-in time is not before 1500 hours on the day before your reporting date. If you plan on checking in after 1800, you will need to reserve your room with a credit card; otherwise, it is possible your room could be given to someone else. When you report to the Lodging desk, Bldg 112, 415 B Street East, for your quarters assignment, advise the desk clerk of the project number of the team you will be on—get this number from your orders.

**NOTE**: A confirmed reservation doesn't guarantee you'll be lodged on base; it means you will be lodged in Government-provided quarters, which could be on-base VAQ or off-base contract quarters.

To the maximum extent possible, test development team members are lodged at the same location. Personnel initially assigned to contract quarters should expect to move on base as rooms become available. **Due to the length of your TDY, the 12 FTW does not permit us to billet you in a Chief's Suite, although Lodging makes every effort to billet you in the most grade-appropriate room.** Please contact the Lodging office (DSN 487-1844; commercial 210-652-1844) for additional information. The Lodging office is manned 24 hours every day. If you have any emergency needs or have questions/complaints, please contact the desk supervisor or lodging manager for assistance.

**NOTE**: Reservations are made for only 1 day prior to your RNLT. If you must arrive earlier or depart later than the scheduled TDY due to oversea flight schedules, please contact Ms. Susie Andrews at DSN 487-5234, ext 3063, or commercial 210-652-5234, ext 3063.

5. **TRANSPORTATION**: If you arrive at the San Antonio International Airport, you should obtain commercial transportation to and from Randolph AFB. For any expenses (including taxifare) that exceed \$75.00, remember to get a receipt to submit with your travel voucher, so you'll be reimbursed.

The base shuttle bus provides on-base transportation. Weekday operation is from 0600 to 0800, from 1100 to 1300, and from 1600 to 1700. Weekend transportation is available via the base taxi (call 7-TAXI). Use the shuttle bus or base taxi to go to your room after checking in at Lodging.

Important tips for driving on Randolph AFB:

- ***Don't*** park within 30 feet of an intersection
  - ***Don't*** park in reserved spaces
  - ***Don't*** park against the flow of traffic
  - ***Don't*** exceed the base speed limit of **25 mph**
    - **15 mph** in residential areas and by the AFPC complex
  - ***Do*** have a current DoD decal on your vehicle
6. **DINING FACILITIES**: The Randolph AFB dining hall is in Bldg 860. See the list of base facilities for operating hours. Our dining hall operates under the a la carte system. Check prices prior to ordering your meal, since the meal may cost more than BAS rates. ***All TDY personnel receive per diem based on an available dining hall.*** Your work hours will allow you to use the dining hall.
7. **TDY ORDERS**: Your TDY orders will be published by your local Military Personnel Flight (MPF) Promotions Section. You will need two copies of your TDY orders when you report to AFOMS. You can make additional copies at Hangar 13 if you need more.
8. **ADDRESS**: We take pride in recognizing your significant contributions to the Senior NCO Promotion Program. So, to help us provide this recognition, you'll be asked to provide the following information when you arrive at AFOMS:

Information about **your squadron commander or equivalent**:

Name/Organization/Office Symbol  
Numbered Street Address  
Station/State/9-digit ZIP  
DSN Number  
E-mail Address

Information about **your unit**:

Organization/Office Symbol

Numbered Street Address

Station/State/9-digit ZIP

DSN Number

Your E-mail Address

9. **MAILING ADDRESS**: During your TDY with us, your mailing address will be:

CMSgt John Doe

1985 1st Street West #860

Randolph AFB TX 78150-4312

10. **DUTY PHONE**: Commercial = (210) 652-5013  
DSN = 487-5013

11. **SEPARATE RATIONS**: If you are on separate rations at your home station, you'll remain on separate rations during your TDY here.

12. **EMERGENCY INFORMATION**: Ensure your family members are aware of emergency leave procedures. During duty hours, if an emergency occurs which requires your presence at home immediately, the psychologist in charge of your project is responsible for releasing you on emergency leave. During nonduty hours, please contact the 12 FTW Command Center at commercial 210-652-1859 for appropriate phone numbers.

13. **INTERNET/E-MAIL ACCESS**: AFOMS does not provide Internet or e-mail access to SMEs for personal or work purposes unrelated to this TDY. However, Internet access is available at the Base Library. If you desire access to your home station e-mail account(s), you should coordinate this through your home station prior to arrival at AFOMS.

14. **WEB PAGE**: Check out the Test Development Flight web page at:

<https://www.omsq.af.mil/omd>